

SCV-CAMFT BOARD MEETING MINUTES

February 23, 2007

Call to Order: 9:15 by Russell

Attendees: Russell, Lara, Bonnie, Randi, Verna, Janet, Michelle, Mary Kay, Terry Sanders & Sean were present. Gina and Carol were absent.

Check-in/Appreciations/Announcements:

- Russell introduced Terry Sanders as the candidate for Treasurer. Bonnie moved that we approve Terry as Treasurer, Mary Kay 2nd the motion. The motion was passed without dissent.
- Bonnie expressed appreciation of Russell for getting the chapter bylaws and Policies and Procedures (P&P's) updated.
- Lara appreciated Verna for taking over the Life after MFT Intern event from Sadie.

Approval of Minutes: Janet moved to approve the minutes from the January meeting, Mary Kay 2nd the motion. The motion was passed without dissent.

Officer reports:

President's report/Russell:

- Action: The Board retreat was confirmed for April 14th from 10:00 am to 4:00 pm. It was decided that this meeting would be a strategic planning meeting. A board celebratory retreat may be held at the end of the year. Bonnie will confirm with Toby to use the conference room in her building at 1101 South Winchester.
- Action: Russell introduced the updated chapter bylaws and the ballot letter for consideration. The version reviewed was from an email that was sent to the board on February 12, 2007. For the bylaws to be sent to the membership for ratification, 2/3 of the board needed to approve them at this meeting. All present board members voted in favor of sending the bylaws for ratification. Changes include: title of 'licensed' be changed to 'clinical' to match State CAMFT; making a quorum be 5% of the membership at an annual meeting, instead of 10% in case of low attendance at an annual meeting; adding a Past President position; requiring that the board consist of no more than 2 pre-licensed directors; changing the title of Treasurer to Chief Financial Officer; a new section covering electronic conferencing of board meetings; change in terms of office for the president-elect to account for the addition of the past president; changing the fiscal year from August 1 to January 1, to coincide with what the federal government has on file for the chapter; and at the meeting today, adding the vision and mission from the board retreat of last year as written in P&P 102.
- The bylaws will be sent to the membership for ratification in March. There will be an official ballot and an official pre-printed envelope that will need to be signed by the member for the ballot to be valid. Russell and Sean will design the envelope and have them printed. We will allow 6 weeks for them to come back.
- Action: 12 job descriptions for the Board of Directors were discussed. Lara made a motion that the job descriptions be approved; Mary Kay 2nd the motion. The motion was passed without dissent.
- Action: New board configuration for the 2008-09 Board was discussed – the officers will include the President, President Elect, Past President, Secretary and Chief Financial Officer and seven 7 directors. The 7 director positions will be Directors of: Technology & Communications, Membership, Programs & Evaluations, Ethics, Business Development, Pre-licensed & Newly Licensed, and Special Events. Michelle made a motion to approve this configuration and Bonnie 2nd the motion. The motion was passed without dissent.

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- Action: Policy & Procedure 103 regarding Board approval of activities, with appendix 103-A – the Project Proposal form, was discussed. Lara made the motion to approve the policy and the appendix; it was 2nd by Mary Kay. The motion was passed without dissent.
- Discussion was held regarding the Pre-licensed group and status of their leader. Russell has phoned her and left another message regarding her dues. She has not responded. It was decided that Russell would send her a letter informing her of the decision to write a policy concerning the requirement that all support group leaders who are working under the auspices of SCV-CAMFT be members in good standing. She will be asked to step down from her position if she does not pay her dues immediately. She will also be told in the letter that a board member, Janet Steele, will be attending the group to observe and to give feedback to the board regarding the group.

President-elect's Report/Bonnie:

- Bonnie and Lara updated the group on the Leadership Conference. Lara received a plaque for being our chapter's Outstanding Chapter Leader.
- NAMI Walk Event – it was decided that the board did not wish to support this event.
- A board events schedule for 2008 is being created by Bonnie. She will give the luncheon dates to Michelle for planning purposes. Bonnie will schedule a strategy planning meeting, a 2nd retreat for the 2008 board, and the annual meeting. It was proposed that creating the next year's schedule be included in the job description of the President Elect.
- Well-Being Committee status & plan was discussed and Russell decided to move the committee under Bonnie for the remainder of the year/board term. Bonnie agreed to advise the committee that they need to retain a minimum of 3 members and must have a Chair, in order to remain a standing committee.
- Action: Ani Martin's proposed well-being support group was discussed. It was noted that in the bylaws, the President will appoint or approve all standing committee chairpersons. The group must have three members, a leader, a regular time and meeting place and to follow P&P's 103 and #117. Janet made a motion that we approve the well-being support group pending they make the required changes. Bonnie 2nd the motion. The motion was approved without dissent.
- There was concern that there is no director to oversee the support groups for the chapter and no one for the leaders of the groups to report to. Mary Kay volunteered to be the overseer of all support groups.
- Action: Co-sponsor Human Agenda's "About Love" event. Bonnie made a motion that Janet, as Public Relations Director, will investigate the Human Agenda organization and get their bio back to the BOD by e-mail this month. If there is no opposition to the organization for 2 weeks from the BOD, SCV-CAMFT will co-sponsor the event. Mary Kay 2nd the motion and it was passed without dissent.

Secretary's Report/Verna:

- Life after Internship event is scheduled for March 2 at SCU, 4:00-6:00 p.m. An agreement was made with Santa Clara University to share the cost of refreshments so that non-SCU interns can attend.
- Recording decisions that are made via e-mail? - Deferred

Treasurer's Report/Toby: [resigned](#)

- Toby has decided to resign from her position. Her resignation was given to the secretary for filing.
- Terry Sanders will be the new Treasurer. Her name will be added to the distribution lists and she will be added as a signatory on the bank account.

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Coordinator's Report/Sean:

- The first sets of business cards are done
- The membership directory is done
- The March/April newsletter is done
- The letter announcing the listserve is done.
- Sean will be out of the office March 1-6. Verna volunteered to check the chapter phones while he is away. Bonnie will check the e-mails.

Director Reports:

Technology & Communications/Randi:

- Randi voiced concern regarding the relationship with InfoLane since she often does not understand their jargon. She has found them to be very unresponsive to her requests for modifications and for training. Russell agreed to go with her to their next meeting.
- Randi will check the two top vendor's references and present a proposal – Deferred.

Public Relations Director/Janet: no business

Disaster Preparedness/Mary Kay: no business

Membership/Lara:

- Lara is writing P&P #117 regarding protocols for groups that are run for SCV-CAMFT. She volunteered to create a form to track attendance of members as an appendix. This form will be required from group leaders and it will be sent to the overseer of support groups.
- Membership drive – do we want to do this? Who is willing to help? – Deferred to March

Programs and Evaluations/Michelle:

North Region –

- Met with Pam Eakin, current North Region chair.
- Actively looking at other venues until 3rd week in April.
- Pursuing other potential committee members as well as brainstorming ways to recruit more members to join/attendance to luncheons in the North.
- Is it possible to increase luncheon fees in the North given more expensive venue, and/or lessen costs in the South/Mid to balance out?

Mid Region –

- Next meeting on Tuesday March 20th at 5pm

South Region –

- Issue with current room being too small. Brainstorming options to move registration table outside, get larger room, etc.
- Can move to larger room 5 days before luncheon if more than 75 showing at no cost, if larger room is available.
- Can move to a larger room permanently for \$100 per luncheon instead of the normal price of \$400(currently no cost).
- To resolve walk-in issue:
 - a. Put a deadline on the email/newsletter that payments must be received by certain date and no walk-ins accepted.

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- b. Charge extra for walk-ins who do not pre-register (i.e. double the audit fee, charge \$5-10 more for the meals for walk-ins)

Ethics/Carol: absent

- Law & Ethics Workshop II, update on registration by Sean, there are currently 40 people registered for the event.
- Mary Remeirsma has agreed to speak at the Annual Event.
- No information yet on availability of a hospitality suite for the CAMFT conference.

Business Development/Gina: absent

- The chapter received a bill for \$2,900 for the Entertainment Books. It was unclear if this was still outstanding and if the unsold books had been sent. Terry Sanders will call Gina about this.

Pre-licensed and Newly Licensed Director: position vacant

- Bonnie has a possible candidate for the position.
- Janet volunteered to stand in for the position if no one was found to take it.
- Verna volunteered to lead the pre-licensed group.

Old Business:

- Plan one-day chapter conference.
- Fixed rates for CEU's comparable to other methods of obtaining CEU's.
- Re: listserve group:
 - Randi will contact East Bay CAMFT to see the volume of messages they have and the time it takes to monitor them.
- P&P regarding email blasts (for members, non-members, other organizations)
- Toby asked that a P&P be written to cover advances on expenditures. .

New Business:

Meeting Adjourned: 11:00

I do hereby attest that these minutes are an accurate accounting of SCV-CAMFT's Board Meeting on Friday, February 23, 2007.

Verna L. Nelson, Secretary